

LiveMeeting koulutuksen kulku

INTRODUCTION

- by different rhymes: this little big i.e.
- introduce yourself by adjective using first letter of your name
- show 15 objects, after a while ask which one you took away
- show words, participants have to remember them by using different memorising techniques
- motivate participants by asking: "Your expectations of the meeting?", "Your target during this meeting?"
- emotions: "how you feel right now?", "how are you?"
- roleplay, participants take a different role like starter, analyzer i.e.

ACTIVE METHODS AND APPROACH

- working by cases from real life
- orientative pretask to activate participants during meeting and to use their expertise the issue in hand
- homegroups; experts show their skills
- activating questions during meeting by using voting tool
- every participant have their own field of expertise let us put it into practice
- make together prehomework and expertise to make a jigsaw of the case in hand
- make a conflict to get a opinions and conversation
- roleplay like teacher-student, or taking different kind of role for meeting like analyzer, critic, commentator i.g.
- think tank or brainstorming to make new ideas during meeting, chat is very useful

CLOSING

- motivative closing, every body may say something like in the beginning
- ensure all participants agree with all that have been solved, and be happy with it
- before ending there might be a chat so all may say what they think about meeting and the issue
- make sure all participants know where to find details from this meeting
- feedback from the meeting in the blog

Start

LiveMeeting

Ending



TOOLS

Chat

- if possible used as anonymous
 - if only few participants may use think tank or brainstorming:
 - mindmaps : Mind24 or Creatly
 - Chat ought to be such that all writing will stay in memory
- Blog:
- all participants can update notes from the meeting
 - debate after meeting will continue in blog
 - a blog is easy to create, put in questions and answer, feedback and valuation for meetings issue, effectiveness i.e.
 - pretask is find in the blog

GUIDANCE AND SUPPORT

Support by peers

- peer group help each other at issues in hand. Each others expertise will help to solve the issue
 - peers teach to the others process or new job
- Tutors role of guidance
- motivator, welcome all group members and courage all to participate
 - socialization, make an atmosphere which is open and acceptive
 - tutor make sure all participants focus on issue in hand and they all find out new points of view
 - tutors create common knowledge in mutual understanding
 - tutor promote critical thinking

MATERIALS

Voice: all may comment with their own voice

Text: text is used in blogs, chat and wikis

Picture: multimediashow, slices, i.e.

Video: videos danger is passive participants. It is important to activate participants by asking questions, using voting tool i.e.

- real life cases may be introduced by videos

Multimedia: Process simulations, active cartoons